



UNIVERZITA KARLOVA  
3. lékařská fakulta

Prague, 23 August 2022  
Reference number:  
UK3LF/4350/2022-6  
Number of pages: 8  
Annexes: 2

**DEAN'S PROVISION  
as issuing Directive No. 5/2022  
Career System of the Third Faculty of Medicine at Charles'  
University**

**Article 1**

**Objective of the document**

1. To define in a transparent manner the fundamental strategy of the personnel policy at the Third Faculty of Medicine at Charles' University (hereinafter referred to as "3. LF UK") for the employment of academic staff (hereinafter referred to as "AP") and researchers (hereinafter referred to as "VP") and to set out the rules for their professional and career growth.
2. To provide current and potential future employees with understandable and clear requirements in relation to their work and to establish the method of their professional evaluation, which shall lead to an overall increase in the quality of educational, scientific, and creative activities.

**Article 2**

**The subject-matter of regulation and general provisions**

1. This document draws on:
  - a) the generally binding legal regulations of the Czech Republic, in particular Section 302(a) of Act No. 262/2006 Sb., the Labour Code, as amended;
  - b) the internal documents in place at Charles' University (hereinafter referred to as "UK") and 3. LF UK, in particular Rector's Provision No. 28/2021 laying down the Framework Principles for the Career Development of Academic Staff and Researchers and Teachers at Charles' University and Dean's Provision No. 9/2008, Conditions of Employment.
2. With the document, 3. LF UK:
  - a) declares zero tolerance for any form of discrimination, for example on the basis of race, ethnic origin, nationality, ideology, religious belief, world view, age, sex, sexual orientation, physical handicap, social origin, or means;
  - b) respects the specific needs of employees following maternity/parental leave, and the specific needs of employees following a period of serious or long-term incapacity to work or caring for members of the family;
  - c) respects the priority at UK to harmonise working and personal life;
  - d) facilitates part-time work and flexible working time;

- e) the favoured strategy in place at 3. LF UK is to primarily seek education staff who are at the same time quality scientists and who can therefore guarantee a close connection between teaching and research;
- f) the final decision in personnel matters invariably pertains to the Dean of 3. LF UK.

**Article 3**  
**Occupying the employment positions of AP, VP, and educational staff**

1. AP employment positions are occupied based on open and transparent selection procedure which is carried out in accordance with the Rules of Selection Procedure at Charles' University and the provisions of Section 77(1) of Act No. 111/1998 Sb., on universities, as amended. Other employment and functional positions are also occupied based on selection procedure should the Dean decide as such.
2. The following cases are exceptions to this rule:
  - a) temporary replacement for maternity/parental leave, long-term incapacity to work, or other long-term absence;
  - b) the repeat arrangement of an employment relationship with the same academic staff member for the position occupied by them.

**Article 4**  
**Overview of the activities of employees**

1. The fundamental job description of employees ensues from the "Catalogue of Work for Academic Staff, Scientific Staff, and other Teachers" (Annex 3 to the UK Internal Pay Regulation), whereby this Career System specifies the job description in more details for the conditions and needs of 3. LF UK.
2. Requirements on the activity and specification of the work content of specific employees are further set out (any specific tasks included) in the Employment Contract and the Job Description of the relevant employee, or where appropriate in the conclusions of the committee for selection procedure or in continuous assessment.
  - a) **Educational activity** incorporates teaching in all of its forms and at all levels of education which 3. LF UK provides (undergraduate, specialisation, and postgraduate). Teaching is not only understood to be what is known as direct teaching, but also includes preparation for this, consultation, testing, and a whole range of organisational, administrative, and technical acts which are associated with teaching at the individual levels of education provided. Teaching at 3. LF UK is provided in Czech and in English.
  - b) **Scientific and other creative activity** incorporates, in particular, basic and/or applied research and development. The presentation and publication of the results of scientific and creative activity in national and international literature are an integral part of scientific and creative activity. 3. LF UK favours the publication of results in respected international, peer reviewed journals with impact factor (IF). Scientific and creative activities are also understood to be other administrative/organisational acts which are, for example, connected to obtaining grant financial aid, managing scientific groups, etc.
  - c) **Other activities** incorporate a diverse range of activities at 3. LF UK itself, at university level, in international and national expert circles, and in the public

domain. They include a wide range of activities associated with the running of 3. LF UK, with the running/management of individual parts of the faculty, acts associated with the self-governance of 3. LF UK and UK, activities in professional establishments, committees, scientific and editorial boards, in national and international scientific circles, including the organisation of specialised science or education conferences, and activities associated with educational and expert activities in public education and health in relation to the popularisation of science, education, and general medicine.

## **Article 5**

### **Types of employment positions and the career advancement of academic staff**

#### **a) assistant** (“asistent”) - pay category AP1

Qualification requirements: completion of master’s university education or comparable education abroad.

Typical work content for AP1:

- the practical teaching of students in bachelor’s and master’s programmes, the preparation of teaching materials associated with teaching included;
- involvement in scientific work, ideally in research groups under the management of a direct superior or head of the research group;
- other activities, primarily including popularisation educational activity at 3. LF and certain administrative/organisational tasks which are entrusted to him/her by a direct superior.

Career advancement:

- Following successful completion of doctoral studies, the employee advances to the position of assistant professor.

#### **b) assistant professor** (“odborný asistent”). - pay category AP2

Qualification requirements: completion of master’s university education, successful completion of doctoral studies, or attainment of comparable education abroad.

Typical work content for AP2:

Educational activity

- practical and theoretical teaching of students in bachelor’s and master’s programmes, the preparation of teaching materials and personal consultation regarding the subjects taught included. Supervises and acts as an external examiner (opponent) to seminar, bachelor’s, and master’s theses and participates in testing in those subjects.
- may act as guarantor for certain compulsory elective (“neprofilové”) subjects, in particular optional subjects, and in the case of bachelor’s studies profiling (“profilové”) subjects too;
- participates in the preparation of new subjects and the innovation of existing subjects;
- after satisfying the conditions for becoming a tutor of doctoral studies students (set out by the relevant specialisation board and following due approval by the Scientific

Council of 3. LF UK), supervises the students of doctoral study programmes;

- participates in the implementation (or is the leader) of grant programmes focusing on the development and modernisation of teaching;
- participates in specialisation education.

Scientific, research, and other creative activity

- works in research groups and regularly publishes the results of scientific work in international, peer reviewed journals with IF, actively attends national and international conferences, where he/she presents his/her results and experiences;
- participates in the preparation and execution of grant projects;
- progressively forms his/her own research group;

Other activities

- participates in the running of the department/research group, and where appropriate in academic self-governance;
- participates in lifelong learning programmes and the popularisation of science;
- participates in the preparation of texts for entrance examinations;
- works on the organisation committees of conferences, etc.

Career advancement:

- following the successful completion of habilitation procedure (“habilitační řízení”), the employee advances to the position of associate professor.

### **c) associate professor (“docent”) - pay category AP3**

Qualification requirement: the academic title of “docent” or the holder of a comparable position abroad.

Typical work content for AP3:

Educational activity

- teaches in bachelor’s, master’s, and doctoral study programmes in the form of lectures, seminars, and/or practical training, whereby he/she applies the latest results of scientific research in educational activity. Teaching also involves the preparation of peer-reviewed study materials, consultation regarding the taught subjects, and the supervision/external examination of seminar, bachelor’s, master’s, and doctoral theses;
- guarantees and organises the teaching of subjects, profiling subjects included
- prepares and organises the preparation of new subjects and the innovation of existing subjects;
- ensures testing, oral testing included, is a member, or the chair, of the committee for state examinations;
- supervises students of doctoral study programmes as senior tutor, works on specialisation boards and the test committees of doctoral study programmes;
- participates in the implementation (or is the leader) of grant programmes focusing on the development and modernisation of teaching;

### Scientific, research, and other creative activity

- carries out scientific work on his/her own/heads a research group;
- regularly publishes in quality national and international journals with IF, serves in publications as (primarily) the senior (last/corresponding) author for the first-author publications of doctoral candidates and postdoctoral fellows;
- develops international scientific cooperation;
- regularly actively attends national and international conferences, invited lectures included;
- obtains and executes grant projects;
- acts as mentor to and supports postdoctoral fellows and colleagues aiming for habilitation.

### Other activities

- participates in the running of the department/research group and where appropriate in academic self-governance;
- is a member of science boards, expert committees, the committees of professional establishments, grant boards, the editorial boards of journals (international included), etc.;
- participates in specialisation education programmes for healthcare workers and lifelong learning programmes, the popularisation of science, organises national and international conferences, etc.;

Career advancement: after being appointed a professor, the employee advances to the position of professor.

### **d) professor** (“profesor”) - pay category AP4

Qualification requirement: the academic title of “profesor”, or has been appointed by the rector as an extraordinary professor (“mimořádný profesor”) at UK, or has achieved a comparable position abroad.

Typical work content for AP4:

#### Educational activity

- guarantees, organises, conceives, and innovates the teaching of subjects, initiates the creation of new subjects, guarantees study programmes;
- teaches (primarily) in the form of lectures and seminars, whereby he/she applies the latest results of scientific research in educational activity and in doing so develops the concerned specialisation, provides consultation;
- prepares and organises the preparation of peer-reviewed study materials;
- supervises and externally examines (as opponent) seminar, bachelor’s, master’s, and doctoral theses;
- ensures testing, is a member of or the chair of the committee for state examinations;
- supervises students of doctoral study programmes, works on specialisation boards and the test committees of doctoral study programmes;
- participates in the implementation/is the leader of grant programmes focusing on

the development and modernisation of teaching;

Scientific, research, and other creative activity

- heads a research group;
- is a leading scientific personality who plays a significant part in the development of the concerned specialisation at an international level, develops international scientific cooperation;
- regularly publishes in significant peer reviewed national and international journals with IF, serves in publications as (primarily) the senior (last/corresponding) author for the first-author publications of doctoral candidates and postdoctoral fellows;
- develops multi/interdisciplinary scientific cooperation within the faculty and the university and outside those institutions;
- regularly actively attends national and international conferences, primarily in the form of invited lectures, serves as a member of, or the chair of, the scientific committees of conferences;
- obtains and executes grant projects (national and international), primarily as leader/coordinator;
- acts as mentor to and supports postdoctoral fellows and colleagues aiming for habilitation ("habilitace") or appointment procedure ("jmenovací řízení").

Other activities

- participates in the running of the department/research group and, where appropriate, of academic self-governance, primarily in senior functions;
- is a member of science boards, expert committees, the committees of professional establishments, grant boards, the editorial boards of journals (international included), etc.;
- participates in lifelong learning programmes, the popularisation of science, and teaching, activities in the public domain, etc.

**e) lecturer ("lektor") - pay category L1, L2**

Qualification requirements: completed master's university education

Typical work content for L1, L2:

Educational activity

- teaches in bachelor's and master's study programmes (primarily in the form of providing practical training, certain seminars and, where appropriate, selected lectures);
- may serve as guarantor of certain compulsory elective subjects, in particular optional subjects;
- participates in the preparation of study materials and the preparation of new subjects and the innovation of existing subjects;
- supervises and externally examines (as opponent) seminar, bachelor's, and master's theses;

- participates in testing (in particular in the preparation and/or marking of tests, awarding credits);
- participates in the implementation (or is the leader) of grant programmes focusing on the development and modernisation of teaching.

**f) Researcher - pay category VP1, VP2, VP3**

Qualification requirements: a minimum of completed master's university education (VP1), successfully completed doctoral studies (VP2), successfully completed habilitation procedure: or appointment as "profesor" (VP3).

Typical work content:

Scientific and creative work

- a researcher's main work content is research; teaching (in particular supervising doctoral candidates and master's candidates) and other activity are possible depending on the specific conditions of the concerned research project.

**g) Postdoctoral fellow ("postdotorand")**

Postdoctoral fellows are graduates of doctoral study programmes (up to 8 years after completing doctoral studies) who engage in scientific (VP2) or scientific and educational (AP2) work. The faculty supports postdoctoral fellows who graduate from doctoral studies at other universities (in particular, those abroad).

**h) Management employees**

- The employment position of management employee is occupied based on open and transparent recruitment procedure.
- The duration of a management function is time-limited to a maximum term of 5 years. After such time has passed, the Dean (together with the authorised representative of the governing body of the healthcare facility at a common workplace of the faculty and a healthcare facility) decides to either change the term of office or to announce selection procedure (in which the management employee may apply), based on an evaluation of the work of the management employee.
- Should the Dean decide to extend the term of office of the management employee, he/she may do so for a maximum of a further 5 years. This may be done a maximum of three times, meaning that the total term of office for a management function is a maximum of 20 years, and only on the condition that the management employee receives a positive evaluation for each extension of the term of office.
- A management employee invariably undergoes evaluation of his/her activities one year before the expiration of the set term of office.
- The Dean may extend a management employee's term of office by one or more cycles, although a maximum of four five-year cycles, based on a positive evaluation of the employee.

1. The work of all employees working 20 hours or more a week (work time  $\geq 0.5$ ) are subject to regular evaluation.
2. Evaluation is governed by Methodological Guideline for the Evaluation of Educational Staff and Researchers at 3. LF UK, which constitutes Annex 1.
3. Successfully completed habilitation and appointment procedure and successful selection procedure for a management position (head of a clinic or institute, etc.) may substitute for one regular evaluation.
4. Evaluation is always undertaken in writing and involves a minimum of the employee himself/herself, in the form of self-assessment, and his/her direct superior. The evaluation form constitutes Annex 2.
5. Each employee has the right to respond to the written conclusion of the evaluation within a time limit of one month following the compilation and receipt thereof.
6. In the case of a negative evaluation, or in the case that the employee and the superior do not agree on the evaluation, the Dean may appoint an evaluation committee, generally consisting of three members. This will compile a new evaluation within 30 days. An expert from outside the faculty and/or a representative nominated by the 3. LF UK Academic Senate may also be a member of the evaluation committee. Should the cause of the unambiguous or negative evaluation remain and is failure to fulfil work duties, a written report on this evaluation shall be the supporting document for making complaints in accordance with Section 52(f) of the Labour Code.
7. Frequency of evaluation of AP/VP:
  - a) the evaluation of an AP/VP with an employment contract for a fixed term who is interested in continuing his/her employment is generally carried out around 6 months prior to the end of the effect of the contract. The employee's manager is responsible for making sure that evaluation is carried out in a timely manner;
  - b) the evaluation of an AP/VP with an employment contract for an indefinite term is generally carried out once every 5 years;
  - c) evaluation may also be carried out at another time at the request of the employee or of his/her superior;
  - d) the evaluation period may be deferred if the employee has been incapable of work for a longer period of time (>6 months) or for employees returning from maternity/parental leave or for employees who have taken creative leave.

## **Article 7**

### **Transitional provisions**

1. The evaluation of employees whose employment relationship to 3. LF UK is established after this Provision has come into effect will be carried out at the times set out in paragraph 6(7).
2. The evaluation of employees whose employment relationship to 3. LF UK was established before this Provision has come into effect will be carried out at the times set out in paragraph 6(7) as of 2024. This shall be without prejudice to the provisions of paragraph 5(h).
3. The annexes to this Provision contain forms and specimens which are not an



inseparable part of this Provision and are of an informative nature in relation to the other content of the directive, may be amended, cancelled, or supplemented according to actual need.

4. This Provision enters into force and effect on 1 September 2022.

Compiled by: prof. MUDr. Hana Malíková, Ph.D. - Vice-Dean for Accreditation and for Career and Social Issues

**prof. MUDr. Petr Widimský, DrSc.  
Dean**

## **METHODOLOGICAL GUIDELINE FOR THE EVALUATION OF ACADEMIC STAFF AND RESEARCHERS AT THE THIRD FACULTY OF MEDICINE AT CHARLES' UNIVERSITY**

This methodological guideline is an integral annex to the document "Career System of the Third Faculty of Medicine at Charles' University (3. LF UK)". The methodological guideline is a manual for the evaluation of work done by academic staff (AP) and researchers (VP) at 3. LF UK. The academic environment is creative and dynamic, and for this reason it is necessary to evaluate the work of individual AP/VP on an individual basis, and not simply metrically.

### **Fundamental rules of evaluation, the participants involved, and the actual process**

#### **Form of evaluation**

In writing and only in writing. Evaluation is written up in two counterparts, whereby the employee retains one counterpart and one form is signed by the authorised vice-dean and archived in the employee's personnel file at the Personnel Department of 3. LF UK. For senior employees (heads of institutes or clinic and heads of research centres or research departments) and for vice-deans, self-assessment by the employee himself/herself is accompanied by the evaluation of the Dean.

#### **Participants in the evaluation process/evaluation committee**

- The AP/VP under evaluation
- The direct superior of the AP/VP, i.e., the head of the workplace
- In contentious cases (disagreement between the evaluation of the employee and the evaluation of the direct superior), evaluation is repeated within a maximum of one month, this time carried out by a committee appointed by the Dean.
- The Dean invariably has the final word and may refer contentious cases for discussion to the Dean's Collegium.

#### **Fundamental pillars of evaluation**

- AP/VP self-assessment
- Statement of the direct superior of the AP/VP
- In contentious cases, evaluation by committee (with the option of involving an external specialist or expert appointed by the Academic Senate (AS) (see hereunder).
- Signature of the Dean/Vice-Dean: the process is brought to an end with the signing of the document by the Dean (for senior employees - see above) or the authorised vice-dean (for other employees).

#### **Actual process of evaluation/extended evaluation**

1. The AP/VP writes up a self-assessment (the areas of assessment are presented in this document hereunder).
2. The direct superior to the AP/VP (head) should verify the data provided by the employee and append his/her own evaluation of the employee, which might be very short (for example, "I agree" and a signature).
3. Should the direct superior's evaluation concur with that of the employee, evaluation is passed on to the authorised vice-dean, whereby his/her signature brings the evaluation to an end.

4. Should the direct superior's evaluation disagree with the self-assessment provided by the employee, evaluation is repeated (a committee is appointed by the Dean - see above).

5. The members of the committee acquaint themselves with the employee's self-assessment and with the comments and evaluation of the employee's direct superior. They may also, at their own discretion, opt for a personal interview with the employee under evaluation and his/her superior. The committee concludes by compiling a written statement comprising the following:

- A summary of whether the work activity of the AP/VP under evaluation matches the job title and what prospects there are for the employee's onward growth at work.
- An intelligible recommendation to the employee regarding work in the forthcoming period of work.

6. The employee under evaluation must be provably acquainted with the conclusions of the committee's evaluation, whereby he/she receives the document against a signature. If not agreeing with the evaluation, the employee under evaluation may respond to it immediately, when receiving the documents, in that it is enough to make a brief statement such as "I disagree", confirmed with a signature. The employee may also respond to the evaluation in writing within once month of receiving the evaluation.

7. The evaluation is referred by the committee to the Dean for onward procedure and a decision, whereby the Dean may, at his/her own discretion, decide to repeat the extended evaluation.

### **Cases in which evaluation is not required**

The Dean may decide on his/her own or at the proposal of an authorised vice-dean that evaluation is not required in the following cases:

- the AP/VP recently (within the past five years) succeeded in habilitation or appointment procedure;
- the AP/VP recently (within the past five years) successfully retained the position of head of institute/clinic/research centre/research department in transparent selection procedure;
- the AP/VP won a significant international (or, in exceptional cases, significant national) award for the outstanding results of his/her scientific or educational work;
- the AP/VP has, in a fundamental and generally-accepted way, been responsible for the development and international prestige of 3. LF UK or UK as a whole.

### **Evaluated areas during the relevant evaluation period (see Career System of 3. LF UK), methodology for the compilation of self-assessment**

**Educational activity:** (during the period under evaluation)

- Direct undergraduate teaching: taught subjects, annual volume of teaching (lectures, seminars, practical instruction).
- Guaranteeing subjects, study programmes.

- Introducing new subjects, study programmes.
- Supervising qualification, bachelor's or master's theses versus the number of successfully-defended bachelor's, master's, and doctoral theses.
- The number of students presenting their results at the Student Research Conference, and any successes and awards.
- Supervising students' doctoral study programmes: the number currently being supervised versus the number of students having successfully completed a PhD.
- The authorship of teaching materials and texts, as the case may be e-learning.
- The innovation of taught subjects/new forms of teaching.
- Active participation in specialisation education.
- Any other activity which the AP/VP considers it appropriate to state.

**Scientific and creative activity:** (during the period under evaluation)

- The five most significant results of the scientific work carried out by the employee during the period under evaluation, with consideration for, in particular, the originality and significance thereof on an international scale and the personal contribution/share of the employee in the achievement of those results, stating for such publications the IF, quartile, and number of citations.
- The performance and quality of research according to bibliometrics, the number of articles during the period under evaluation in journals having  $IF \geq 1$ , i.e., the total number of articles, and thereafter the total number of articles in which the employee under evaluation figures as the first/last author.
- Citation according to WoS, excluding self-citations, h-index.
- Other significant results of research: scientific monographs, patents registered, grants during the most recent period under evaluation.
- Involvement in international cooperation.
- Active presentations at science conferences, scientific communications, invited lectures.
- Any other results which the AP/VP considers it appropriate to state.

**Other activities carried out by the AP/VP:**

- Participation in the organisational and administrative running of the faculty, department, research group, etc.
- The transfer of knowledge and technology into practice, cooperation with the applied sphere, etc.
- Involvement in lifelong learning programmes, talks for the public, the publication of scientific texts for the lay public.
- Review work, involvement in committees, boards, grant agencies, the committees of professional establishments, the bodies of academic self-governance, the organisation of various workshops and conferences.
- Involvement in the editorial boards of specialised journals.
- Any other significant activity classified under the "third role of the university"

which the employee under evaluation considers it appropriate to mention.

The **conclusion of the self-assessment** should contain the following:

- The AP/VP states what he/she considers, in his/her own view, to be his/her greatest success (i.e., "what was a success"). It is entirely at the individual discretion of the AP/VP which area of activity at 3. LF UK the employee deems to be most significant.
- The employee should define his/her goal and direction in the forthcoming period of work.
- Here the employee may also propose any organisational processes/work procedures which, in his/her view, would lead to an improvement in his/her work, or the work of the entire organisational unit/sub-unit.
- Here the employee may address to the management of the faculty any opinions/views which he/she considers appropriate.

**Self-assessment form****Name of workplace:****First name and surname** (including academic titles):**Direct superior****Employment position):****Period under evaluation:****Educational activity (during the period under evaluation)**

Undergraduate teaching: taught subjects/annual volume of teaching (lectures, seminars, practical instruction), including the supervision of Bc and master's theses and students making presentations at the Student Research Conference	
Guaranteeing subjects/SP, introducing new subjects/SP, innovation	
Supervising students' doctoral study programmes: the number currently being supervised versus the number of students having successfully completed a PhD.	
The authorship of teaching materials and texts, as the case may be e-learning.	
Active participation in specialisation education.	
Any other educational activity which the AP/VP considers it appropriate to state.	

**Scientific and creative activity (during the period under evaluation)**

The number of articles during the period under evaluation in journals having IF > 1, i.e., the total number of articles and thereafter the total number of articles in which the employee under evaluation figures as the first or corresponding author.	
One most significant act of publication during the period under evaluation: (state citations)	
Citation counts according to WoS, excluding self-citation, h-index (both for the entire professional career)	
Other significant results of research: science communications, invited lectures	
Any other results which the AP/VP considers it appropriate to state.	

**Other activities carried out by the AP/VP**

Participation in the organisational and administrative running of the faculty, department, research group, etc.	
agencies, the committees of professional establishments, the bodies of academic self-governance, the organisation of various workshops, and	
Involvement in the editorial boards of specialised journals.	
university", which the employee under evaluation considers it appropriate to mention.	

The conclusion of the self-assessment - should contain the following:

The AP/VP states what he/she considers, in his/her own view, to be his/her greatest success. It is entirely at the individual discretion of the AP/VP which area of activity at 3. LF UK the employee deems to be most significant.	
The employee should define his/her goal and direction in the forthcoming period of work.	
Here the employee may also propose any organisational processes / work procedures which, in his/her view, would lead to an improvement in his/her work, or the work of the entire organisational unit.	
Here the employee may address the management of the faculty	

Date: .....

Signature: .....